



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 5100.32
SD
1 Oct 01

MARINE CORPS ORDER 5100.32

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS SAFETY AWARDS PROGRAM

Ref: (a) SECNAV INSTRUCTION 5100.15A

Encl: (1) Marine Corps Ground Safety Awards Criteria
(2) Activity Groupings for Awards
(3) USMC Installation Core Safety Services

1. Situation. Reference (a) established the Secretary of the Navy Awards for Achievement in Safety Ashore. The Marine Corps Safety Awards Program supplements that program.

2. Mission. To establish the Marine Corps Ground Safety Awards Programs.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Marine Corps Safety Awards Program provides recognition of commands and personnel for significant contributions and accomplishments made in the field of safety and mishap prevention.

(2) Concept of Operations. Commanders will emphasize the importance of recognizing commands and individual military and civilian personnel for their contributions and accomplishments made in the field of safety and mishap prevention. The enclosures provide criteria and submission requirements for Commandant of the Marine Corps and Command Safety Awards.

Distribution Statement A: Approved for public release; distribution is unlimited.

1 Oct 01

(a) Commandant of the Marine Corps Safety Awards

1 Marine Corps Center of Safety Excellence.

This award will be presented annually on a fiscal year basis to Marine Corps installations that have established a comprehensive safety program. This award will include a citation signed by the Commandant of the Marine Corps (CMC) authorizing use of the title "Marine Corps Center of Safety Excellence" and awarding a CMC Safety Flag to be flown during the following calendar year. The Command will also receive a commemorative wall plaque.

Eligibility. Bases, Stations, Depots, MCAGCC, MCSA, HqBn (HQMC), MarBks 8th & I, 1st MCD, and Blount Island Command.

Award Criteria. To be considered for this award, a safety program must be established and maintained installation-wide, and will be judged on the awards criteria listed below.

a The installation safety department is organized at the staff level with appropriate budget and personnel as described in MCO P5100.8F.

b The installation safety department provides all appropriate Installation Safety Core Services as outlined in enclosure (3).

c The installation has received a rating of mission capable on their most recent Marine Corps Inspector General inspection and satisfactory on their most recent Naval Ordnance Safety and Security Activity Explosive Safety Inspection.

d The percentage of privately owned vehicle seatbelt use aboard the installation is greater than ninety percent. This survey shall consist of the observation of two hundred vehicles at a specific location on the installation during the last quarter of the Fiscal Year.

e Evaluation of the information requested in enclosure (1).

1 Oct 01

2 Marine Corps Superior Achievement in Safety Award. This award is presented annually to one officer, one enlisted, and one civilian member who have made the most significant contribution to the Marine Corps Safety Program. The award will include a citation signed by the Commandant of the Marine Corps (CMC) and a commemorative wall plaque.

Eligibility. All Marine Corps military and civilian personnel.

Award Criteria. Nominations will be in narrative style limited to three pages and submitted through the chain of command and signed by the commander or commanding officer. The narrative will describe the contributions or noteworthy accomplishments the individual made to the Marine Corps Safety Program.

3 Marine Corps Achievement in Safety Award. This award will be presented annually on a fiscal year basis to the one Marine Corps command in each group that has established the most outstanding safety program. The award will include a citation signed by the Commandant of the Marine Corps (CMC) and a commemorative wall plaque.

Eligibility. All Marine Corps commands.

Award Criteria. Commands shall submit award nomination packages by group as described in enclosure (2). The award will be judged on the criteria of enclosure (1). The safety officer must be safety trained and report directly to the commanding officer.

4 Marine Corps Merit Award in Safety. This award will be presented annually on a fiscal year basis to Marine Corps commands that establish an outstanding safety program and have reduced their reportable mishap rates over the previous two years. The award will include a citation signed by the Commandant of the Marine Corps (CMC).

Award Criteria. Commands shall submit award nomination packages by group as described in enclosure (2). This award will be judged on criteria of enclosure (1).

Eligibility. All Marine Corps Commands and units.

1 Oct 01

(b) Marine Corps Command Safety Awards Program.

(1) Marine Forces Atlantic, Marine Forces Pacific, and Marine Forces Reserve shall establish a safety awards program to recognize the outstanding safety performance of subordinate units and military personnel.

(2) Commands which do not fall under the force commands shall establish a safety awards program to recognize the outstanding safety performance of subordinate units and military personnel.

b. Subordinate Element Missions

(1) Comply with the intent of the enclosures and the content of this Order.

(2) Commanders shall ensure that award submissions meet the criteria established in this Order for Commandant of the Marine Corps and Command Safety Awards.

c. Coordinating Instructions. Forward award submissions to CMC (SD) via the appropriate chain of command.

4. Administration and Logistics. The Commandant of the Marine Corps safety awards committee will consist of one representative from each of the following:

(a) Marine Corps Safety Division, Deputy Director
(Chairperson)

(b) Safety Manager, MARFORLANT

(c) Safety Manager, MARFORPAC

(d) Safety Manager, MARFORRES

(2) Awards packages for the Commandant of the Marine Corps Ground Safety Awards shall be submitted 30 days after the close of the fiscal year through the chain of command to CMC (SD).

1 Oct 01

b. Command Safety Awards

(1) Commanders shall establish an awards committee to review nominations and select recipients for "Safety Marine/Sailor of the Quarter" and "Unit Safety Award."

(2) Commanding officers will present safety awards at a command awards ceremony.

5. Command and Signal

a. This Order is effective the date signed.

b. This Order is applicable to the Marine Corps Total Force.



M. J. WILLIAMS
Assistant Commandant
of the Marine Corps

DISTRIBUTION: PCN 10207241500

Copy to: 7000110 (55)
7000144/8145004, 005 (2)
8145001 (1)

1 Oct 01

Marine Corps Ground Safety Awards Criteria

Installations/commands meeting the eligibility requirements and submitting a nomination package for a safety award must include information on the following criteria.

1. The Safety Program is provided an appropriate budget as outlined in MCO 5100.8F. Provide budget figures for the following line items:

Safety Training
Safety Materials
Personal Protective Equipment
Safety Administration
Safety Awards Program

2. The installation/command safety office is staffed in accordance with MCO P5100.8F. Provide information for the following areas:

Command average population: military: _____ civilian: _____
NAF: _____ Foreign Nationals: _____ Marine Corps Family
Members: _____ (installations only) Safety office staff:
military _____ civilian _____.

3. Provide installation/command lost workday cases for the award period and the previous two years in the following categories:

military on duty: _____ military off duty: _____ civilian on
duty: _____

4. The installation/command motor vehicle reportable mishap cases for the award period and the previous two years in the following categories: # of Fatalities _____ # of POV
Mishaps _____ # of GOV Mishaps _____.

5. Has an Operational Risk Management Program been implemented by the installation/command? Yes: _____ No: _____. If yes please provide a copy of the implementing order.

6. Provide documentation that the command has met the goals set in the Marine Corps Safety Campaign Plan.

ENCLOSURE (1)

1 Oct 01

Activity Groupings for Awards

1. The following groupings are based on average population. Commands shall apply for awards according to their average population.

2. In determining average population, include all personnel (military and civilian appropriated and non-appropriated, and foreign nationals) for whom safety services are provided. Installations will include all military family members.

Group I: Average population is over 10,000

Group II: Average population is 5,000 - 9,999

Group III: Average Population 1000 - 4,999

Group IV: Average Population is less than 1,000

ENCLOSURE (2)

1 Oct 01

USMC Installation Core Safety Services

1. Support Military Operations & Training. (MCO P5100.8F, NAVSEA OP-5, MCO P3570.1A)

- a. Oversee explosives/range safety programs.
- b. Provide assistance to commanders to incorporate safety and ORM into all operational briefs (including pre-deployment).
- c. Provide safety specialists to units involved in tactical training exercises/operations as requested.
- d. Conduct safety inspections at least annually.
- e. Provide Operational Risk Management training.
- f. Provide training and technical assistance for: laser, radiation and radio frequency radiation safety programs.
- g. Coordinate Respiratory Protection Program Manager (RPPM) training.
- h. Provide confined space entry services/permits as required.

2. Traffic Safety. (MCO P5100.8F, MCO 5100.19D, DoDI 6055.4, E.O. 13043)

- a. Organize, implement, and supervise a complete motor vehicle safety program.
- b. Provide driver improvement courses.
- c. Provide motorcycle safety courses.
- d. Oversee Emergency Vehicle Operator Courses.
- e. Provide remedial driver training courses.
- f. Provide traffic mishap statistical analysis and traffic safety education.

ENCLOSURE (3)

1 Oct 01

g. Provide assistance to units writing a motor vehicle safety program.

h. Provide/coordinate speakers for traffic safety events.

i. Provide training/assistance to units on private motor vehicle inspections.

3. Safety Promotional Material. (29CFR 1960, MCO P5100.8F)

a. Distribute safety posters, booklets, handouts, etc.

b. Publish news releases, newspaper articles, e-mails, etc.

c. Maintain a safety reference library of videos and safety training materials for check-out to the tenants and operational units.

d. Market safety messages through marquees, signs, command television, etc.

4. Manage Installation Wide Safety and Occupational Health Program. (MCO P5100.8F, MCO 5100.30, 29 CFR 1960, 29 CFR 1910)

a. Provide installation safety policies/guidance.

b. Ensure host/tenant agreements include safety.

c. Manage the program for abatement of workplace hazards.

d. Attend, support and maintain appropriate minutes for installation safety councils, safe driving councils and safety committees.

e. Coordinate special safety events such as fairs, expositions, standdowns, guest speakers, etc.

f. Manage the confined space entry/gas free engineering program.

g. Coordinate training, provide technical assistance and evaluate the lock-out/tag-out program annually.

ENCLOSURE (3)

1 Oct 01

- h. Administer the respiratory protection program.
- i. Oversee all asbestos related activities aboard the installation; provide guidance/advice to Asbestos Program Manager (APM).
- j. Manage a lead safety program (safety manager appoints a Lead Program Manager).
- k. Oversee fall protection programs.
- l. Oversee safety aspects, provide training and technical support for ergonomics programs.
- m. Monitor exposure control plans and provide training on the bloodborne pathogens program.
- n. Manage the safety aspects of a Hazardous Materials Control program.
- o. Administer an off-duty/recreation safety program that addresses sports, hobbies, child safety (e.g., child car seat installation, bicycles, roller blades, skate boards, etc.) and all off-duty activities.
- p. Manage the laser, radiation and radio frequency radiation safety programs.

5. Safety Inspections. (MCO P5100.8F, MCO P1710.30, 29 CFR 1960)

- a. Conduct formal safety inspections of all workplaces at least annually.
- b. Identify and conduct safety inspections of High Hazard workplaces at least semiannually.
- c. Safety manager will conduct building inspections of all tenant commands per formal agreements.
- d. Investigate or provide consultation on reports of unsafe/unhealthful work conditions.
- e. Accompany inspectors on all Federal and State safety and occupational health inspections.

ENCLOSURE (3)

1 Oct 01

f. Conduct inspections of Child Development Centers and Family Home Child Care facilities.

6. Mishap Investigations. (MCO P5100.8F, 29 CFR 1960)

a. Coordinate the investigation of all installation mishaps, maintain reports and conduct analyses.

b. Provide tenant commands technical assistance as requested.

c. Provide safety specialists for Safety Investigation Boards as requested.

7. Personal Protective Equipment (PPE). (Includes head, sight, hearing, and foot protection.) (MCO P5100.8F, 29 CFR 1910)

a. Conduct/provide technical assistance on PPE surveys and determining requirements.

b. Provide assistance in selection of appropriate PPE.

c. Provide training to personnel required to use PPE or train-the-trainer courses to supervisors.

8. Safety Training. (MCO P5100.8F, 29 CFR 1960)

a. Provide supervisors' safety training.

b. Provide or coordinate required specialized training for personnel such as lockout/tagout, confined space entry, respiratory protection, ergonomics, PPE, etc.

c. Provide safety training for collateral duty/unit safety representatives.

d. Oversee CPR and First Aid training.

e. Provide hazard communication training.

f. Oversee material/weight handling equipment training; e.g., forklift/crane operator training and licensing.

ENCLOSURE (3)

1 Oct 01

g. Provide Mishap Investigation and Reporting training to supervisors and other mishap investigators.

9. Safety Consultation. (MCO P5100.8F, 29 CFR 1960)

a. Provide guidance and direction related to unit safety programs and record keeping.

b. Provide safety consultation to commands/tenants.

c. Conduct safety reviews and provide guidance for all construction plans/projects at various design stage completions, to include attendance at pre-construction meetings and post acceptance inspections of construction/renovation projects.

d. Provide on-site safety consultation advice to Public Works project engineers/ROICCs as required.

e. Provide safety reviews of all Service Contracts, to include attendance at planning meetings related to these contracts.

f. Provide safety support/consultation to Special Events and exercises, to include AT/FP, and events related to local areas; e.g., Marine Corps Marathons, Modern Day Expositions, etc.

10. Coordinate Occupational Health Services. (These services normally provided by Navy medical personnel.)

a. Industrial Hygiene Support

(1) Baseline, annual and special industrial hygiene surveys.

(2) Provide industrial hygiene support for operational units.

(3) Periodic workplace monitoring/sampling.

(4) Respirator fit testing and training.

ENCLOSURE (3)

1 Oct 01

(5) Training. Hearing conservation, respiratory protection, blood borne pathogens, asbestos exposure, lead exposure.

b. Occupational Medicine Support. (May be provided by contracted health service.)

(1) Audiometry evaluations.

(2) Spirometry evaluations.

(3) Administration of the medical surveillance program.

ENCLOSURE (3)